

ROUTING AND TRANSMITTAL SLIP

Date

13 SEP
1983TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. <i>D/Logistics</i>		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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FPMR (41 CFR) 101-11.206

☆ GPO : 1981 O - 361-529 (148)

Please check the appropriate box(s) and mail.

- ☐ I would like someone to call me regarding the services described in ManTech's proposal.
- ☐ At present we have no need for services from ManTech of the type described, but such a need may develop at a later date.
- ☐ Thank you, but no need for services from ManTech of the type described and do not anticipate needing them in the future.

SIGNATURE

DATE

AGENCY

TITLE

PHONE NUMBER

ManTech International Corporation
2121 Eisenhower Avenue
Alexandria, Virginia 22314

EXECUTIVE SECRETARIAT

Routing Slip

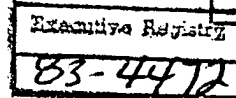
TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
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		SUSPENSE			
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Remarks:

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Executive Secretary
9/12/83
Date



83-4180



MANTech INTERNATIONAL CORPORATION

TAVERN SQUARE
2121 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22314
(703) 838-5600

9 September 1983

Mr. William J. Casey,
Director of Central Intelligence
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Casey,

This letter is prompted by the recent concern in the government about the cost of managing the personnel function in Federal agencies. As you know these costs have come under scrutiny by the Grace Committee, the Office of Management and Budget and others. OMB has recently asked certain Federal agencies to undertake activities leading to a reduction in the cost of their personnel/payroll function by the end of FY 1984. This targeted reduction is based to a large extent on the conviction that significant savings can be achieved in the cost of administering the personnel function through the application of automated systems particularly in certain labor intensive tasks now carried on by the personnel and payroll offices.

For affected agencies it will be a major challenge to meet this expectation while maintaining adequate standards of service in the personnel management area. We believe other Federal agencies will also wish to achieve savings in personnel system operating costs. We are writing to you at this time because we believe ManTech International Corporation has a unique capability to bring together skilled and experienced consultant and operational assistance resources to help your agency reduce the costs involved.

The information in this communication will be of interest to you:

- o if you are concerned that the cost of running your agency's personnel/payroll function is too high;
- o if you feel the ratio of personnel jobs to program staff in your agency is excessive;
- o if your agency commitment to adopt automated systems is being threatened by serious problems and complaints about the products of the system;
- o if you are concerned that advanced and expensive ADP equipment will not be fully and effectively utilized in your agency's personnel system.

ManTech is an independently-owned firm of over 1000 employees which has furnished management, engineering, automatic data processing and software systems support to government agencies since 1968.

We have extensive experience in organization analysis, systems analysis and systems procedures administration. ManTech has also been actively engaged in projects involving position classification, position management analysis, personnel staffing, development of recruiting/crediting plans including construction of selection, promotion and performance criteria, manpower management and financial systems design and analysis.

We can offer you two critical features which will be the key to success for any agency in revamping and modernizing its personnel system in the computer age. The first is the ADP expertise necessary to analyze requirements and provide the detailed design/analysis necessary to produce application software for personnel/payroll functions. The second is the personnel management expertise which will be needed to assure a smooth transition from present manual methods to more advanced technologies.

In addition to top quality work in the most sophisticated aspects of management technology, we provide operational technical assistance in all areas of personnel management from preparing or revising position descriptions to developing performance elements and standards. This means that as your personnel staff shifts over from large numbers of jobs doing manual processing to smaller numbers of persons in "high tech" occupations, ManTech can support you with readily available help when operational crises arise.

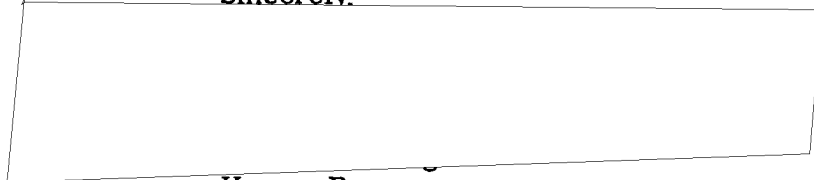
Attached are: (1) five possible study scopes which are illustrative of assistance we can offer, and (2) a description of our corporate capabilities.

We would be pleased to meet with you, at your convenience, to discuss how we can be of service to your agency in this very important effort.

We would sincerely appreciate it if you would let us have your reaction-positive or negative-to this proposal via the enclosed postage paid, self-addressed card.

I can be reached in our Alexandria, Virginia Office at (703) 838-5842. I look forward to hearing from and meeting with you in the near future.

Sincerely,



Human Resources

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ATTACHMENT 1

Development of an Agency Strategy to Modernize Personnel Operations

Brief Description of five possible study scopes:

I. A Broad Agency Review

Objective:

Review the entire agency personnel system for potential new applications of ADP. Make estimates of savings which can be achieved. The product would be a comprehensive and practical plan of action for the agency. It would accomplish substantial savings in running the personnel function.

Method:

Conduct onsite reviews to collect basic data on present patterns of personnel operations. Give special attention to the most labor intensive activities. Identify those involving the highest payroll cost relative to output. Some possible examples of such areas are as follows:

- o Applicant Tracking,
- o Promotion and placement referral,
- o Position vacancy tracking,
- o Complaint action tracking,
- o Job analysis,
- o EEO reporting,
- o Personnel Management Evaluation,
- o Use of paper and pencil employment tests,
- o Collection and processing of data through questionnaires such as attitude surveys and special studies,
- o Position Classification and Position Management studies.

Inventory hardware and software currently being applied. Make a thorough search for opportunities to apply ADP technology. Emphasize the micro-processor and related equipment as offering the best possibilities for immediate savings. Select the most promising applications. Prepare a detailed plan of action for each application.

II. New Applications of ADP to a Particular Personnel Subsystem

Objective:

Achievement of defined financial savings through application of ADP to a particular personnel subsystem already identified by the agency as being in need of automated systems. The deliverable products would be any combination of the following: organization analysis, manuals on administration of systems procedures, new functional statements, organization charts, position descriptions, classification evaluation statements, specifications for needed hardware/software and training materials.

Method:

Through systems analysis and organizational reviews identify requirements and organizational changes needed to substitute automated systems for existing manual methods. Based on this information develop specifications, manuals, procedures, functional descriptions and all other documentation required to implement the new system. Assist in working through problems in implementation as they arise. Provide operational assistance if needed to assure that regular operational products of the personnel system are not delayed or reduced in quality during conversion.

III. Provide Training Plans and Materials

Objective:

Review training needs of personnel staff implementing the new ADP technology. Provide tailored training plans including individual plans plus training materials to assure that staff remaining after conversion to ADP is able to derive full potential from equipment and software.

Method:

Survey staff backgrounds and identify computer related deficits. Also evaluate their knowledge of quantitative analysis. Prepare student training booklets and instructor manuals. Recommend formal training.

IV. Establish Effective Management Controls over ADP Operations

Objective:

Find the cause of defined problems in automated systems applied to personnel operations (excessive costs, inability to control key decision points, poor quality service, etc.) and make recommendations for corrective action. Deliverable product would be a system of management controls by which responsible officials could monitor trends and intervene effectively when necessary.

Method:

Analyze uses made of system products in relation to resources required. Survey users to determine their evaluation of system products. Determine criteria used to approve utilization of system and how decisions are made. Develop recommendations for needed changes in organization, delegations, reporting, service criteria, etc.

- V. Conversion of Agency Specific Personnel Data Systems to a broad standard system such as The Department of the Air Force PDS-C.

Objective:

Identify reason for problems. For example, lack of flexibility to the special needs of a new user of the standard system. Where employee oriented systems must be converted to a position oriented model, specify needed changes in both personnel policies and procedures as well as in software and hardware.

Method:

Inventory all specific complaints and viewpoints within the agency regarding operation of the system. Determine which problems are amenable to software improvements and which ones would necessitate changes in agency policy. Recommend appropriate action based on cost considerations as well as program impact.

Attachment 2

ManTech's Corporate Capabilities in ADP Systems, Personnel Management, and Administrative Support

ADP Capabilities

ManTech has experience in the design, implementation and maintenance of both small and large automatic data processing systems. Our software group consists of approximately 140 personnel of which 110 are ADP professionals and 30 are support personnel. The educational backgrounds of our ADP personnel range from PhD's to Applied Science degrees.

The secret to a successful automated system lies in a thorough analysis of the problem and detailed design specifications. ManTech's computer specialists have many years experience with a variety of customers in analyzing user requirements and designing automated systems. The result of an analysis and design task is a document which can be turned over to an application development team who in turn generate the computer code for the system. As each section of the document is completed, ManTech walks the customer through the design to assure the end product is what the customer wants.

Due to the experience of ManTech's technical staff in most of the large mainframe and mini-computers, we are in a good position to analyze a client's hardware requirements. ManTech can evaluate data entry, telecommunications CPU, peripherals, and word processor requirements. Following the analysis ManTech will document its findings along with a recommendation and alternative. ManTech will also act in the client's behalf in dealing with hardware vendors during procurement.

ManTech's specialists have performed independent validation and verification on software developed by other contractors. The system is exercised and performance results compared to design specifications. ManTech prepares an unbiased report which documents the results and conclusions of the task.

One of the frequently overlooked tasks in implementing an automated system is the complete testing of the system. ManTech places a great deal of emphasis on thoroughly testing the system as well as a parallel effort where possible. With distributed processing becoming more widespread it is more important to conduct system testing prior to satellite computers communicating with each other.

In order to get the maximum return on investment the customer must have users who are thoroughly trained. ManTech develops tailored training manuals and classes for its customers. The manuals and classes use material which is familiar to students and makes the learning process easier. ManTech conducts classes at the customer's site and provides all the necessary materials.

Many end users are not data processing oriented and have difficulty expressing their needs. ManTech's senior analysts work with the end user to define the objectives and goal of the system. User requirements are documented so that the user can understand them. Only after the user is comfortable with the requirements will the analysis and design phase begin.

Too many automated systems have been developed and implemented with little regard for their usefulness or cost-effectiveness. ManTech believes that all systems should be justified by an objective study prior to the commitment of resources. An automated system should provide some benefit to justify its costs. Benefits may be in the form of cost savings or providing a service that was not available before. ManTech's senior analysts have performed many feasibility studies and some studies resulted in a recommendation to cancel further work on a project.

Personnel Management Capabilities

ManTech can offer to any Federal agency involved in automation of its personnel operations a competent team of senior personnel specialists with indepth experience in Federal agency personnel operations. This experience is in such relevant areas as direction of agency personnel functions, recruitment/staffing, classification/position management, training, and performance management. These are the personnel program areas which taken together offer the principle opportunities for savings through application of ADP. This Human Resources Management staff is composed of eight full-time analysts and supplemented with consultants as workload requires.

As mentioned in our letter, ManTech's human resources staff frequently provides operational/personnel services directly to managers. This has built an ongoing sensitivity to the personnel needs and problems of program managers and assures that our work in improving personnel office procedures is relevant to the substantive work of the agency.

The experience and knowledge backgrounds of ManTech's personnel consultants in Federal personnel covers all aspects of the Federal system including the legal base (Title V U.S. Code - CSRA, etc.), supplements such as OMB circulars, Executive orders such as E.O. 9830 and the FPM, the roles of OPM and OMB, the organization, functions and legal constraints on agency personnel offices, relationships to other factors such as Inspectors General and Congressional oversight.

Facilities and Equipment

In addition to its human resources, ManTech has ample facilities and equipment to assure successful completion of any automated systems work. The consultant staff on automated systems for personnel offices is linked to our corporate computer, a Digital Equipment Corporation, VAX 11/780 via twenty four separate terminals for our software development tasks. Our offices are in Alexandria, Virginia offering close proximity to the headquarters of most Federal agencies. We make a special effort to be responsive to client needs for rapid response through:

1. in-house reproduction and graphics capabilities which can respond to virtually any copying or visual requirement, regardless of size or complexity,
2. a professionally staffed and well-equipped publications department,
3. eight word processing machines and,
4. a courier service which can deliver any where in the Washington metro area on short notice.